



جامعة الإمام عبد الرحمن بن فيصل  
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY  
مكتب نائب رئيس الجامعة للبحث العلمي والابتكار  
Office of the Vice President for Scientific Research and Innovation



# List of scholarships

## and training



MARKETING UNIT  
وحدة التسويق  
بعمادة البحث العلمي  
DEANSHIP OF SCIENTIFIC RESEARCH

## List of scholarships and training for university employees

Text of the Higher Education Council Resolution  
No. (1417/4/6)

The Council for Higher Education:

Based on the provisions of Paragraph (7) of Article 15 of the Higher Education Council and Universities Bylaw, which stipulates that one of the higher education council's competencies is to issue regulations governing the affairs of Saudi employees of functional universities and contractors, including faculty members, and this includes their salaries, remunerations, and allowances, and that After it was prepared by the Ministry of Higher Education, the Ministry of Finance and National Economy, and the General Civil Service Bureau.

And after reviewing the memorandum of the General Secretariat of the Higher Education Council on the subject, and after View the draft list of scholarships and training for university employees, as attached to the memorandum Presentation The Council decided: ((Approval of the list of scholarships and training for university employees in accordance with the The form attached to this decision).

### Article 1:

The scholarship and training aims to qualify university employees scientifically to obtain a scientific degree, Or develop their skills academically, administratively, and technically through training as required by the university's interest.

## The Scholarships and Training committee

### Article 2:

A permanent committee for scholarships and training shall be established at the university to be formed by the university council headed by the university vice-president for postgraduate studies and scientific research and its recommendations are submitted to the council after being approved by the university president.

### Article 3:

The Scholarships and Training Committee is responsible for looking into all matters related to scholarships and training, and it has In particular the following:

- 1 - Suggesting the general policy for scholarships and training
- 2 - Proposing the annual plan for the scholarship and training of university employees after coordination with the relevant authorities in the university
- 3 - Considering the recommendation of colleges and institutes councils and the like to send teaching assistants and lecturers, coordinating among them and recommending what it deems appropriate in light of the annual scholarship plan, taking into account the following:
  - A) The number of Saudi faculty members and their ratio to the total faculty members in the department, their real specializations, and their teaching loads.
  - b) The number of lecturers and teaching assistants in the department
  - c) The number of students on scholarship from the department, who are expected to return, and their exact specialties

- 4 - Recommending scholarships for the university's employees, including administrators, technicians, and others, according to the approved plan in the University
- 5 - Recommending the extension or termination of scholarships or Arabization based on the proposal of the colleges and institutes councils: and related parties
- 6 - Recommending training for university employees
- 7 - Follow up on the status of scholarships and trainees in coordination with the scientific departments or the entity to which the scholarship or trainee is affiliated, provided that it submits a report to the University Council on the faltering scholarship in Study after half the term.
- 8 - Preparing a detailed annual report on the status of scholarships and training at the level of faculties, departments and departments and submitting it to the University Council.

### **Sending lecturers and teaching assistants**

<b>Article 4:</b>
-------------------

Scholarships inside and outside the Kingdom are as follows:

- 1 - For masters only
- 2 - For PhD only
- 3 - For master's and doctoral degrees together, taking into account what is stated in paragraph (7) of Article 3
- 4 - For fellowship in medical specialties

## Scholarship terms

### Article 5:

In order to send a teaching assistant or lecturer at home and abroad, the following is required:

- 1 - To be of Saudi nationality.
- 2 - He must have served the university for a period of no less than one year from the date of his appointment. During it, an appropriate work program is set for him by the college, and he performs it accordingly.
- 3 - To be accepted by an academically recognized university.
- 4 - That a female student abroad should be accompanied by a Mahram for the duration of her scholarship.
- 5 - The student's age should not exceed (30) years for teaching assistant and (35) years for lecturer and university council: The exception to this condition.
- 6 - He must pledge to work at the university after his return for a period equivalent to at least the period of his scholarship.

## Scholarship Duration

### Article 6:

Scholarships inside and outside the Kingdom are carried out by a decision of the University Council based on the recommendation of the two councils, The department, the college or institute and the like, the scholarship and training committee, and the decision includes determining the degree, The degree to which the student is sent to obtain, the general specialization, the exact degree, and the duration of the scholarship according to, The provisions of Article VII, and the university in which he will study

### **Article 7:**

The scholarship period will be as follows:

- 1 - A year for studying the language, and the council may make it two years if necessary.
- 2 - Two years for a master's degree.
- 3 - Three years of medical fellowship.
- 4 - Three years for a doctorate in all disciplines except medicine, so the duration of study is determined according to the system The country in which the student is studying

### **Article 8:**

The scholarship student will travel to his place of study after the issuance of the executive decision to send him, and the decision is canceled if it is not, He arrives at his place of study three months after the date specified in the decision.

### **Article 9:**

The payment to the student starts from the date of his arrival at his place of mission, provided that the period does not exceed the date of the scholarship, Arrival and start his studies for one month.

## The extension

### Article 10:

The University Council may extend the original scholarship period at home and abroad for one year, For masters, and two years for doctorate and medical fellowships, based on the proposal of the student's study supervisor, And the recommendation of the department and college councils, or institute and the like, and the scholarship and training committee, as may be done, The university council, based on the proposal of the student's study supervisor and the recommendation of the department and college councils, institute and the like, and the scholarship and training committee add another year as a maximum for each stage after, Evaluate convincing justifications for that. As for the scholarship abroad, it is necessary to support the opinion of the student's study supervisor from the cultural attaché

## Major change and transfer

### Article 11:

It is not permissible for the scholarship student to change his general or specific specialization for which he was sent, except with the approval of the Council, The university is based on the recommendation of the department and college councils, institute and the like, and the scholarship committee and training.

In the event of a change of specialization before the approval is issued, all scholarship allowances will be suspended. And considers the termination of his mission.

### **Article 12:**

It is not permissible for a student to move from one university to another, or from one country to another, without approval, The university based on the recommendation of the department and college councils, institute and the like, or its affiliated body: The scholarship student, the scholarship and training committee, and the cultural attache's endorsement for those on scholarships abroad.

## **Financial dues**

### **Article 13:**

The financial dues that are paid to the employees of the state on scholarship are paid to the person on scholarship abroad, and the husband of the student (who is not on the scholarship) is treated as the wife of the student on scholarship in the provisions on scholarship.

### **Article 14:**

Half of his salary shall be paid to the person on scholarship abroad who receives a scholarship from another side, From the entity he works for, and if the allowances for the grant or fellowship are less than the allowances and benefits: Assessed for other scholarships to pay him the difference.



## Science trips

### Article 15:

The scholarship student abroad may take a practical trip during the preparation of the thesis and for one time during the stage, One academic study to the Kingdom or elsewhere outside the mission headquarters in accordance with the following controls:

- 1 - The student's study supervisor recommends that the research needs to be carried out on a scientific trip
- 2 - Endorsement of the cultural attaché
- 3 - Approval of the department and college councils, institute and the like, and the scholarship and training committee at the university from which he is sent.
- 4 - The duration of the scientific trip should not exceed a maximum of three months.
- 5 - If the scientific trip is to the Kingdom, the student should begin his research under the supervision of the department, The department prepares an adequate report on the trip.
- 6 - If the scientific trip is outside the mission headquarters and to other than the Kingdom, a report on the trip will be submitted, To the cultural attache by the supervisor of the scholarship student, and the attache provides the university, Affiliate of the scholarship student with a picture of it

## Travel Tickets

### Article 16:

An economy class air ticket will be issued to a student on scholarship abroad as follows:

- 1 - Single or married student who is not accompanied by his family:
  - a) A one-way ticket from the Kingdom to his place of study to join the scholarship.
  - b) A round trip ticket from his place of study to the Kingdom after one academic year to spend his annual leave.
  - c) A round-trip airfare from his place of study to undertake the scientific trip
  - d) A round-trip travel ticket within the country where the mission is based and for one time to conduct research, Or performing the tests, provided that the distance is more than (100) one hundred km.
  - e) A round trip ticket from his place of study to the Kingdom in the event of the death of one of my parents, The scholarship student, his wife, or one of his children.
  - f) A one-way travel ticket from his place of study to the Kingdom after graduation or termination of the scholarship
  
- 2 - A married scholarship student who is accompanied by his family:

The scholarship student, his wife, his minor children, regardless of their number, his unmarried daughters, and his mother are entitled to, If he is legally dependent on her and she escorts him to his place of study, the tickets referred to in ((Ab, C, He)) from, Paragraph (1) of this Article.

### **Article 17:**

The student will be given a one-time round-trip airfare to attend conferences and seminars, Scientific, or short courses, during one academic stage, according to the following rules:

- 1 - That the conference or course has a direct relationship with its specialization or research topic
- 2 - The approval of the scholarship and training committee at the university based on the recommendation of the study supervisor, The student and the support of the cultural attache regarding the scholarship abroad.

### **Inward dispatch**

### **Article 18:**

The scholarship is to be sent inside in the following cases:

- 1 - From an educational institution to another educational institution in two different places.
- 2 - From an educational institution to another educational institution in the same city
- 3 - From branch to branch within the same educational institution, but in two different headquarters.

### **Article 19:**

The teaching assistant or lecturer on scholarship for postgraduate studies at home is assigned appropriate administrative or teaching tasks, The academic specialization, provided that this does not affect his academic achievement, according to what is decided by the scholarship department council mechanism.

### **Article 20:**

The scholarship student may take a practical trip during the preparation of the thesis and for one time during the study stage, The one outside the study location, whether traveling inside or outside the Kingdom, according to the following controls:

- 1 - The student's study supervisor recommends that the research needs to be carried out on a scientific trip.
- 2 - The approval of the department and college councils, institute and the like, and the scholarship and training committee in The university you are studying from
- 3 - The duration of the scientific trip shall not exceed a maximum of three months.

### **Article 21:**

The internal student receives his full salary and the transfer allowance due to him monthly.

### **Article 22:**

A student on scholarship to an educational institution in another city is paid a deportation allowance equivalent to a month's salary if: The distance between the two cities was the same as the distance specified for the mandate.

### **Article 23:**

It is spent on the scholarship student, his wife, his minor children, his unmarried daughters, and his dependent mother Legally, air tickets are as follows:

- 1 - One-way economy class travel tickets from his workplace to his place of study.
- 2 - Economy class travel tickets at the end of each academic year, round trip from his place of study to his workplace
- 3 - If it is not possible to travel by air transport between his place of work to his place of study, he shall be compensated with compensation equivalent to The cost of travel by public transportation.

### **Article 24**

A scholarship student is paid annually an allowance for books and references equivalent to one month's salary, provided that his spending is limited, On the basic period of scholarship without extension.

### **Article 25:**

A one-time scholarship will be paid for printing and binding the thesis for a master's degree, an amount of (3000) three thousand riyals, and for a doctorate degree, an amount of (4000) four thousand riyals

### **Article 26:**

A teaching assistant or lecturer who enrolls in one of the postgraduate programs is treated within the educational institution, The one in the same headquarters, dealing with the scholarship student internally.

## **Suspension of Benefits and Termination of the Mission**

### **Article 27:**

Suspension of the scholarship student's allowances for obtaining an academic degree or if he changes his place of study or belonging to him or his university without the approval of the University Council.

### **Article 28:**

The University Council may terminate the scholarship of the student on the recommendation of the Department and College Councils, or, The Institute and the like, and the Scholarship and Training Committee in the following cases:

- 1 - His inability to continue his studies according to the reports on the progress of his studies.
- 2 - His request to terminate the mission and return to the Kingdom.
- 3 - If he violates the regulations or instructions or refuses to implement them
- 4 - If he did not obtain the required qualification within the specified period.
- 5 - If it is proven that he stopped studying without an acceptable excuse.

### **Article 29:**

It is not permissible for a scholarship student at home or abroad who wishes to terminate his scholarship before obtaining The qualification is required to leave the place of study before the approval of the University Council.

In the case of the scholarship student's return before the approval of the University Council, the provisions of one of the two paragraphs shall apply to him (1) or (2) of Article Thirty of these Regulations.

### **Article 30:**

In the event that the University Council approves the termination of the scholarship in accordance with the provisions of Article Twenty-eight The council has the following:

- 1 - Take a decision to cancel his enrollment within a period not exceeding one year from the date of termination of his scholarship.
- 2 - Refer him to an administrative position if the university needs his services.
- 3 - Keeping him on his job and determining the period necessary for him to resume his higher studies, provided that it does not exceed That period of two years. In the event that he exceeds it, the provisions of one of the two paragraphs shall apply. 1 or 2 of this article.

### **Article 31:**

For the wives and children accompanying the scholarship, the instructions contained in Resolutions and regulations governing this.

## **Scholarship and training of university employees Non-faculty members Lecturers and teaching assistants**

### **Article 32:**

For those who are sent on scholarships to obtain a scientific degree, the following are required:

- 1 - He must be a Saudi national
- 2 - He should not be more than (40) years old, and the University Council may make an exception from this condition.
- 3 - His general grade in the university degree or its equivalent should not be less than (good).
- 4 - He must have served the university for a period of no less than two years from the date of his appointment
- 5 - That there is a direct relationship between the specialization he will be dispatched to and the nature of the work he is going to be longer to do.
- 6 - The job performance evaluation for the last two years should not be less than a very good rating.
- 7 - To be accepted by an academically recognized institution
- 8 - That a female student abroad should be accompanied by a Mahram for the duration of the scholarship

### **Article 33:**

Taking into account what is stated in Articles (32 and 39), the provisions stipulated in sending lecturers and teaching assistants shall be applied to the scholarship of the rest of the university's employees.



### **Article 34:**

A scholarship student may not enroll in two postgraduate programs at the same time The university is the exception.

### **Article 35:**

The following is required for those who are sent for training:

- 1 - To be of Saudi nationality.
- 2 - He must have served the university for a period of no less than two years from the date of his appointment.
- 3 - That there is a direct relationship between the specialization he will be sent to and the nature of the work he is going to be longer to do
- 4 - The job performance evaluation for the last two years shall not be less than a rating of (Very Good).
- 5 - To be accepted by a recognized training institution.
- 6 - He should be fluent in the language in which the training program is offered.
- 7 - That the program aims to provide the trainee with new skills required by the needs of the current work or futuristic.
- 8 - The nomination for training must be from the entity to which the candidate belongs, specifying the quality of the program The work that is prepared to be done after completion of the program.
- 9 - That a female student abroad should be accompanied by a Mahram for the duration of her scholarship.

### **Article 36:**

Scholarships and training are carried out by a decision of the University Council based on the recommendation of the authority to which it belongs The employee and the scholarship and training committee. The scholarship decision includes the academic degree to which the employee is being sent To obtain it, the exact specialty, the year, the duration of the study, and the scientific institution that is being studied with it.

### **Article 37:**

The administrative and technical employees of the university on scholarships for training are given the financial benefits that Act for other civil servants of the state.

### **Article 38:**

The council of each university issues the executive rules necessary to implement the provisions of these regulations.

### **Article 39:**

Everything that is not provided for in a special provision in this regulation, in respect of which the laws, decisions and regulations shall be applied window in the kingdom.

**Article 40:**

This regulation shall be effective from the date of its issuance and shall cancel all provisions that contradict it. The University Council may deal with the situation of the scholarship students at the head of the mission at the time of the issuance of this list of those who are They exceeded the specified period for the scholarship stipulated in this regulation.

**Article 41:**

The Higher Education Council has the right to interpret the articles of this regulation.